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NER-811
SUPPLEMENT I

1944 CONSERVATION MATERIALS AND SERVICES

FERTILIZER MATERIAL

Issued
November 12, 1943

NER-811 contains complete instructions for handling liming materials under the 1944 Agricultural Conservation Program

This supplement contains the necessary instructions to adapt NER-811 to the handling of fertilizer materials under contracts. It should be filed with the NER-811 and used in connection with the NER-811.

State or county offices may reproduce sections of this bulletin for specific purposes and wider distribution.

CHANGES IN NER-811 NECESSARY TO ADAPT IT TO FERTILIZER MATERIALS

NER-811 for Liming Material can be adapted for use in connection with fertilizer materials furnished under contracts with the AAA by the substitution of the word "Fertilizer" for the word "Liming" and the term "cwt." for the word "ton" and making the following changes and corrections. The instructions on the preparation of forms NED-69 and standard form 1034 are complete insofar as they are applicable to fertilizer materials. They are copies of the instructions which have been sent to suppliers and are given herein as a basis for auditing suppliers' bills. They are not intended to replace the instructions for liming material.

Part I., Section A, Pages 1 - 3, Item III. The maximum amount of fertilizer material which may be furnished for use on any farm will be determined in a manner consistent with the recommendations of the State Committee after the fertilizer program is announced.

Section D, Page 4, Item I.c. Fill in Section II as follows:

1. Description of material or service - Enter here 18, 19, or 20% super or any other type of fertilizer material which is being requested on Form ACP-64.

Part II. Section B, Page 7, Item III. A minimum carload of fertilizer material is 30 tons. A carload of fertilizer material should not ordinarily exceed 40 tons. In rare instances it may be found necessary to place a single request for more than that amount. However, in such cases the State Office must secure the written approval of the supplier before placing the order. Orders may be placed at any time in multiples of any amount between 30 and 40 tons without written approval.

Page 8, Item III. a. Substitute the words "20% Superphosphate" for "Bulk Ground Limestone" in the example.

Page 10, Item III, p. The individual entries in columns 3 and 7 will be on a cwt. basis; however, the total of these columns should appear as a circled entry at the foot of column 7 and the total quantity requested should be converted and shown in units of tons in the space provided.

Part III. Section A, Page 23, Item II. Billing Procedure. The following are complete billing instructions for fertilizer materials.

a. Farmyard Delivery

1. Forms Used. Suppliers of fertilizer material who make deliveries to individual farmyards will bill on Form NED-69. Although no space is provided it is requested that persons having more than one source of supply indicate in the space below the words "Contractor's Delivery Summary" the source from which the material listed on the form was secured.

(a) Use of Form NED-69. A separate form will be prepared each week for each county, and each program year for which the material was furnished. Suppliers should itemize on this form all ACP-64's by kind of material for farm or f.o.b. truck delivery, and should list Aaa numbers and farm serial numbers under each Aaa number numerically.

(b) Instructions for preparation of Form NED-69. In the heading of Form NED-69 should be entered the kind of material i.e., 18, 19, or 20% superphosphate, etc., except as provided in "4" below.

(c) In the columns immediately below the heading, enter from left to right, the following:

(1) Column headed "Aaa No." (in numerical order): the Aaa number shown on each Form ACP-64.

(2) Column headed "Farm No."; the farm serial number entered on the first line in the upper right hand corner of each Form ACP-64 (do not enter State and county code).

(3) Column headed "Delivery Date:" The date the material was delivered, as indicated by the date entered in the space provided in Section VII of Form ACP-64 Revised Aug. 1943.

(4) Columns headed "Tons delivered" - Cols. 1, 2, 3, and 4: the terms plant, farm, or abbreviations, should be inserted, and the word "tons" changed to "cwt." Each supplier should only use one NED-69 per county per week unless he is furnishing more than four kinds of material. If the space provided at the heading of the columns is not sufficient to describe the material fully, the code should be typed in the space under the number of the form. For example:

Col. 1 - Plant, 18% superphosphate,

Col. 2 - Farm, 19% superphosphate,

Col. 3 - Farm, 20% superphosphate,

Col. 4 - Farm, O-14-14.

The number of cwt. of each kind of material for each type of delivery should be entered in the appropriate columns. Each column will be totaled and converted to tons prior to completing the lower portion of the form.

All materials listed in one column must be for the same unit cost.

(5) In the lower part of Form NED-69, below the words "Total Delivered" enter the following:

(a) Under "Tons" - Col. 1, the total of the entries in columns headed "Tons delivered - Col. 1."

(b) Under "Tons" - Col. 2, the total of the entries in the columns headed "Tons delivered - Col. 2."

(c) Under "Tons" - Col. 3, the total of the entries in the columns headed "Tons delivered - Col. 3."

(d) Under "Tons" - Col. 4, the total of the entries in the columns headed "Tons delivered - Col. 4."

(e) Under "Unit Cost," the gross contract price per ton for each type of material.

(f) Under "Total," the number of tons entered under "Tons" times the "Unit Cost" for each type of material.

(g) On the line entitled "Total Cost," the total of the column headed "Total."

(6) Each set should be numbered in the space provided in the lower right-hand corner indicating the individual sheet number and the total number of sets for each county. (For example, Sheet 2 will be labeled Sheet 2 of 3, if there are three sheets used for a particular week.)

(7) On the line in the lower right-hand corner, enter the date representing the end of the period covered by the Form NED-69. (Note: All ACP-64's included in the bill should bear a delivery date previous to the date shown on this line.)

(8) In the indicated spaces in the lower left portion of Form NED-69 there should appear the name of the contractor, the signature of the contractor or his authorized agent, and the date the bill was prepared.

(9) No entries are to be made by the contractor in the spaces on the last line of the form above the words "Approved for State Committee" and "Date."

2. Distribution of Form NED-69. Detach two copies, mail the balance with carbons intact to the State office with the related ACP-64's, mail the Washington Office copy to the Conservation Materials and Services Unit, Northeast Division, Agricultural Adjustment Agency, Washington, D. C., and retain the copy labeled "Supplier's Copy." The supplier's copy is the pink sheet in each set and the Washington Office copy is the green sheet. In some sets they are the last two copies and in others they are the first and last copies.

3. Preparation of Form AD-105. This form will be prepared in single copy each week for each State office and transmitted to the State office with the related forms NED-69.

(a) Above "Bureau of Office," enter "Agricultural Adjustment Agency" and the name of the State shown for shipments listed on related form(s) NED-69.

(b) Department's Purchase Order No. Enter the contract number shown on related form(s) NED-69.

(c) Payee's Reference No. Enter the payee's account (or invoice) numbers if desired. These should be listed on the reverse side of Department Form AD-105, unless there is adequate room on the front of the form.

(d) Place of Delivery or Service. Enter Individual Farmyards.

(e) Date or Period. Enter the dates of the first and last days of the week for which shipments are covered by related form(s) NED-69.

(f) Name; Street No.; City and State. Enter the name of the firm and its mailing address as shown on the contract.

4. Corrected Forms NED-69. In cases where form NED-69 is returned to the supplier by the State office for correction and the supplier prepares a new set of the form, he will write the word "Corrected" in the space below the amount of "Total Cost" on the Washington office copy only.

b. Siding Delivery. Suppliers of fertilizer materials who make delivery F.O.B. cars will bill on Standard Form 1034 supported by Form ACP-141.

1. Preparation of Form ACP-141 "Conservation Material Delivery Summary."

(a) This form should be prepared as of the last day of each week, to cover one or more rail shipments for a single State only.

(b) Five copies are to be prepared of each Form No. ACP-141. Entries on the form should be as follows:

(1) For week Ending. Enter the closing date of the week for which shipments are listed on the Form No. ACP-141.

(2) State. Enter the name of the State for which the shipments have been made.

(3) Payee's Name and Address. Enter the name of the firm and its mailing address as shown on the contract.

(4) Contract Number. Enter the number of the contract under which shipment has been made.

(5) Material. Enter description of the material, and if bagged, description of the container in which shipped.

(6) Shipping Point. Enter the shipping point as shown in the contract.

(7) Payee's Account No. Enter the firm's usual account (or invoice) number(s).

(8) County Name. Enter the name of the county for which the respective shipment has been made.

(9) Order No. Aaa. Enter the Aaa order number for the shipment.

(10) Government B/L No. Enter the number of the applicable Government Bill of Lading, if any.

(11) Destination. Enter the railroad destination point.

(12) Date Shipped. Enter the date of shipment.

(13) Tons. Enter the tons shipped under the Aaa order.

(14) Total Tons. Enter the total tons shipped under the Aaa orders listed.

2. Preparation of Standard Form 1034

(a) For each State, one copy of Standard Form No. 1034 and two copies of Standard Form No. 1034a should be prepared.

(1) As of the last day of each week.

(2) To cover the total quantity of material listed on related Form(s) ACP-141 as having been shipped for the State during the week.

(b) Entries on Forms 1034 and 1034a should be as follows:

(1) U. S. DEPARTMENT OF AGRICULTURE. Add "A. A. A." On any forms where U. S. Department of Agriculture is not over-printed, this shall also be added.

(2) Voucher prepared at. Enter city and State address, and the date on which the voucher is prepared.

(3) To. Enter the name of the firm as shown on the contract.

(4) Address. Enter the mailing address of the firm as shown on the contract.

(5) Payee's Account No. Enter "See attachment."

(6) No. and Date of Order; Date of Delivery or Service. Enter across these columns the name of the State for which shipments are listed on related Form(s) ACP-141. Immediately below the name of the State, enter "See attachment."

(7) Articles or Services

(a) Enter, if applicable; in the "Terms" space, the discount; in the "Discount Cash" space, the discount period (number of days).

(b) In the space below "Brought Forward from Continuation Sheet(s)," enter:

(1) Description of the material and if bagged, description of the container in which shipped.

(2) The following certification:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

(8) Quantity. Enter the total tons for shipments listed on the related Form(s) ACP-141.

(9) Unit Price. Enter the contract price per ton.

(10) Amount. Enter the total amount, in the two spaces provided.

(11) Shipped from. Enter the shipping point.

(12) To Weight: Government B/L No.
No entries in these spaces are necessary. Related Form(s) ACP-141 cover such data.

(13) Certification.

(a) Payee. Enter the name of the firm as shown on the contract.

(b) Per. Enter signature of the person authorized to sign on behalf of the firm.

... 7- ...
... (c) Title. Enter the title of the person authorized to sign on behalf of the firm.

(14) Contract No. Enter the contract number shown on related Form(s) ACP-141.

(15) Contract Date. Enter the date on which the contract was awarded.

3. Preparation of Form AD-105.

(a) This form will be prepared in single copy as follows:

(1) Above "Bureau or Office," enter "Agricultural Adjustment Agency" and the name of the State shown for shipments listed on related Form(s) ACP-141.

(2) Department's Purchase Order No. Enter the contract number shown on related Form(s) No. ACP-141.

(3) Payee's Reference No. Enter the payee's account (or invoice) numbers listed on Form(s) ACP-141; for example, 1000-1020. If the payee's account numbers listed are not in chronological order to permit entry according to this example, the numbers will be listed on the reverse side of Department Form AD-105.

(4) Place of Delivery or Service. Enter "Various destinations."

(5) Date or Period. Enter the dates of the first and last days of the week for which shipments are covered by related Form(s) No. ACP-141.

(6) Name; Street No.; City and State. Enter the name of the firm and its mailing address as shown on the contract..

4. Handling and Distribution of Forms.

(a) Contractors will forward the following forms, which constitute their claims to the State office for which the forms were prepared.

(1) Standard Form No. 1034, related original form(s) ACP-141, and Department AD-105, attached together; and

(2) One copy of Standard Form No. 1034a, related copies of Form(s) ACP-141 and if any, of Government Bills of Lading marked "...FORWARD THIS COPY TO.....DIVISION, AGRICULTURAL ADJUSTMENT AGENCY, WASHINGTON, D.C." attached together.

(3) The State office copy of Form ACP-141.

(b) Contractors will forward the copy so labeled to the Division of Special Programs; Agricultural Adjustment Agency, Washington, D. C.

(c) Contractors will retain the following.

(1) For rail shipments of fertilizer, the copy of Form No. ACP-141, marked "This copy to be retained by the contractor."

(2) Copy of each Standard Form No. 1034a prepared.

Part IV., Section A, Page 27, Item IV. State office record of requests.

a. Each State office will maintain currently by program year the following information concerning each request for shipment. The information will be maintained on visible index cards furnished by the Regional office. Separate cards will be maintained for each supplier in each county and for each type of material. Items 8 through 14 will be completed from the contractor's weekly report of deliveries after it has been corrected for any shortages reported by consignees on Form ACP-67, and also any deletions because the ACP-64 was returned for correction.

8. NED-69 or voucher and ACP-141, received.

9. Date of delivery or closing date of period on NED-69 or ACP-141.

10. Quantity delivered as shown on NED-69, or ACP-141 corrected to agree with the amount actually received.

b. The following minimum information will be maintained by program year for each supplier for each kind of material he is furnishing in the State. Items 6 through 13 will be completed when the information is available.

13. In the blank headings write in P2'05 or K20 whichever is applicable and make the necessary entries when the completed report is received.

Section B. Page 31. State office responsibility in connection with contracts.

1. Fertilizer materials are purchased under definite quantity contracts. Allocations of material will be made by the Washington office by suppliers and months to each State office.

2. Insofar as possible orders should be placed in a manner which permits the utilization of the cheapest source in each county when the freight cost is considered as well as the material. Each State office through the person in charge of conservation material will be held responsible for the placement of orders in accordance with the allocations, for securing the necessary samples and weight checks and for reporting any irregularity in connection with contracts to the Washington office.

Section D, Page 32. Item 1 b.....

b. Discount periods will be figured from the date of receipt of the supplier's voucher in the State office or the date of delivery of the material as shown on Form ACP-67 which ever is later.

Page 34, Item III. Railroad Deliveries of Fertilizer Material.

a. Form ACP-67, "Receiving and Inspection Report" together with the related Forms ACP-64 will be received in the State office from the county offices and Standard Form 1034 supported by ACP-141 from the supplier.

Page 35, Item b, 6.

6. Audit Standard Form 1034 and ACP-141 to determine that;

- a. The forms have been prepared in accordance with instructions,
- b. That the originals of Standard Form 1034, AD-105 and ACP-141 have been received attached and that a copy of each, except the AD-105, together with the Northeast region copy of each bill of lading have been attached and that the State office copy of ACP-141 has also been received.
- c. The deliveries itemized on Form ACP-141 agree with Form ACP-67 "Receiving and "Inspection Report," or that the proper notations have been made on that form.
- d. The total tons delivered as shown on ACP-141 agree with the entry on Standard Form 1034, and the amount of the voucher is correct.
- e. The contract number, type of material,,shipping point, name and address and other pertinent information agree with those entries in the contract.
- f. The form has been signed and all corrections initialed by the payee or his representative who has indicated his title.

Section F, Page 42. Disposition of Forms ACP-64, 67 and 141, NED-44 and 69, Standard voucher forms 1034 and 1064, memorandum copies of Government Bill of Lading, and AD-105 by the State office.

3. The first copy of Standard Voucher Forms 1034, and 1064 should be forwarded to the State accountant after the materials unit has checked the bills of lading against the Form ACP-141, detached the bills of lading and attached them to the State office copy of ACP-141.

4. The State office copies of NED-69 and ACP-141 will be retained by the materials unit in the State office.

Section H, Page 47, Item I.

a. Samples of fertilizer material will be taken by a representative of the State office at the car in case of siding deliveries but may be taken at the plant in case of farmyard delivery. One sample for each 300 tons of material furnished by one supplier in each State is required but in no event will any State submit less than one sample for a supplier for each type of material. Bag weights should also be checked at the time a sample is taken of chemical analysis. The State or Washington office may require additional samples at any time. Upon receipt of a sample falling below guarantee the Washington office will request as many additional samples as are found necessary to make a determination concerning the quality of the material furnished.

AMERICAN MEDICAL ASSOCIATION
PUBLISHED WEEKLY
CHICAGO, ILL., U.S.A.

January 1, 1918

Published by the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

Subscription price, Five Dollars per Annum in Advance. Single Copies, Fifteen Cents. Entered as Second-Class Matter, October 3, 1917, Post Office at Chicago, Ill., under No. 100,000. Accepted for mailing at special rate of postage provided for in Act of October 3, 1917. Authorized by Act of October 3, 1917. Postage paid at Chicago, Ill.

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Subscription orders, notices of change of address, notices of discontinuance, and notices of non-receipt, should be sent to the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

Advertisements should be sent to the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

Reprints of articles published in this journal may be obtained from the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

Contributions for consideration should be sent to the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

Notice of change of address should be sent to the American Medical Association, 535 North Dearborn Street, Chicago, Ill.

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